

From: [REDACTED]
To: [Talley, Dana](#); [Fleming, Sheila](#)
Subject: RE: Stay on 9?
Date: Tuesday, July 22, 2014 2:40:37 PM

Oh, well – 11 it is. Thank you both for checking on this.

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From: Mills, Joann
Sent: Tuesday, July 22, 2014 10:16 AM
To: Talley, Dana; Filippini, Mark
Cc: Fleming, Sheila; [REDACTED]; Williamson, Ann; Maxwell, Grady; Hendrickson, Andrew; Voytilla, Marykay
Subject: RE: Stay on 9?

Hi Dana –

Thank you for discussing options with me this morning. As we discussed, we do have two groups moving onto the 9th floor soon after OEA moves out and a third ground around the end of the year. With two of the groups moving, we have some remodel, reconfigurations, electrical and other work that will be done after OEA moves off of 9 to prepare for these groups moving in. One specifically is our graphics department, which will house the adhesive machine for making the regional posters. So, staying on 9 might not be the best option for anyone with any sensitivities.

The option of using flex space on 11 is workable on a short term basis. The 11th floor will soon be readying for their move in early to mid-December. We have 8 flex cubes set up on 20 for use during the upcoming moves. Five of these cubes have been set up with phones. There is also an option of using flex space on the 17th floor, in the Grants area. In flex space, with no phones, employees have the option of forwarding their work phone to a cell phone. We have WIFI connectivity for our laptops within EPA space, so using the laptops without a docking station should not be an issue.

The cubicle contents and IT equipment for each will be moved to their new locations on 14 and they can work in flex cubes for the short term. If it becomes a longer term issue, that will need to be addressed through the reasonable accommodation process as mentioned by Mark this morning.

To coordinate use of/reserve flex space on 20, please work with Hyesuk Riggall. For the flex space on 11, please work with Wendy Adams. And for the flex space on 17, please work with me. Thank you for your help in coming up with possible options.

All the furniture has been installed on the 14th floor and the air is currently being flushed out for the air quality testing. We will get the results back before we occupy the floor. In the past we have delayed moving to a floor due to not passing the air quality test. Since that time, changes have been made to the flushing out of each floor and we have not had any issues with meeting the air quality standards set forth in the testing requirements.

Here is the link to our air quality web page with more information on the air quality tests/results of the previous floors.
[Remodel Air Quality Page](#).

I added some information concerning air quality and our Leadership in Energy and Environmental Design (LEED) requirements. All this information is available on our remodel website. [Remodel Website](#)

As part of our project we are adhering to the LEED certification requirements, which provide higher standards for construction projects, including indoor environmental quality. LEED Green Building Rating System™ encourages and accelerates global adoption of sustainable green building and development practices through the creation and implementation of universally understood and accepted tools and performance criteria.

LEED is a third-party certification program and the nationally accepted benchmark for the design, construction and operation of high performance green buildings. LEED gives building owners and operators the tools they need to have an immediate and measurable impact on their buildings' performance. LEED promotes a whole-building approach to sustainability by recognizing performance in five keys areas of human and environmental health: sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality.

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From: Talley, Dana
Sent: Friday, July 18, 2014 6:17 AM
To: Voytilla, Marykay; Mills, Joann
Cc: Fleming, Sheila; [REDACTED] Williamson, Ann
Subject: FW: Stay on 9?

What do you think? Is this a possibility?

Thanks!

*Sincerely,
Dana Talley
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Management Analyst
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Mailstop: OEA-095*

From: [REDACTED]
Sent: Thursday, July 17, 2014 3:32 PM
To: Fleming, Sheila
Cc: [REDACTED]
Subject: Stay on 9?

Hi Sheila –

I was looking at the move schedule (<http://r10napps3.r10.epa.gov:9876/r10/infopage/infopage.nsf/840B2E49DBA31BCD882577EB0068E2B2/26461E705CAD3BF888257C1C0063540B?OpenDocument>) and, if I read it right, it doesn't look like anyone will be moving to 9 until August 21, and then only 12 people from OCE. I don't know if that means they'll be doing some sort of work on the floor in the interim or if it's just how the move schedules are working out, but it's possible they won't want to let us stay here by ourselves for a few weeks (just think of all the work we might get done...). Two other smallish groups will eventually be moving here, but not until January, so if it is OK for us to stay here and if OCE isn't claiming our specific cubes, it might even be possible for us to stay in our current cubes until the air on 14 settles down.

[REDACTED] are sensitive to the new floors, and we've lined up space on 11, but it would be a lot easier all around if we could stay on 9, even if it meant moving to another cube here on 9. If you could help Sheila look into whether that's possible, we'd really appreciate it. We understand that we'd have to stay away the days of the move, and quite possibly the days of the OCE move (Aug 21-25).

I stopped by both 20 and 17 (a bit more recently completed), and the air on 17 didn't seem all that bad – not nearly as bad as 20. [REDACTED] thinks they changed a glue after they did 20. If so, it may not take all that long for the air to settle down enough for us to move to 14.

Thanks!

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